



VA TMS Upgrade Training: Versions b1408-b1502

Virtual Instructor-Led Training

Participant Guide

Final

July 28, 2015

Table of Contents

1.0 About This Course	3
1.1 Course Purpose	3
1.2 Participant Guide	3
1.3 Target Audience.....	3
1.4 Participant Preparation.....	3
1.5 Demonstrations	3
1.6 Web Conferencing Software Policies	3
1.7 Participant Guide Icons.....	4
2.0 Course Content.....	5
2.1 Welcome and Training Overview	5
2.2 Feature #1: Custom Columns in Scheduled Offering Registration Form.....	7
2.3 Feature #2: Catalog Search Enhancements	9
2.4 Feature #3: Curricula Deactivation Wizard	10
2.5 Feature #4: Multi-Instructor Surveys.....	11
2.6 Feature #5: Document Attachment to Scheduled Offerings	14
2.7 Feature #6: Improved Content Import	17
2.8 Feature #7: Assignment Profile Inactivation	18
2.9 Feature #8: Reporting Alternate Subordinates.....	19
2.10 Feature #9: Assignment Profile and Organizational Search Enhancements.....	20
Feature #10: Status Indicators on Scheduled Offering Record.....	21
2.11 Feature #11: Record Learning from Users' To-Do List	22
2.12 Feature #12: Waitlist Auto-Fill When Max Registration is Increased	23
2.13 Summary	24

1.0 About This Course

1.1 Course Purpose

The purpose of the VA TMS Upgrade Training is to provide information regarding new functionality within the VA TMS as a result of a recent upgrade to all administrators who may use the new features in their position.

1.2 Participant Guide

The Participant Guide contains copies of all PowerPoint slides with room for taking notes and step-by-step instructions for each demonstration.

The Participant Guide is divided into two sections:

- About This Course
- Course Content

1.3 Target Audience

The target audience for this upgrade training is all VA TMS administrators who may use the new features in their position.

1.4 Participant Preparation

Participants must complete the following for this training:

- Register for training through the VA TMS.
- Print a hardcopy of this Participant Guide for use during the training. It will be difficult to access electronically during training.

1.5 Demonstrations

During this training session, the instructor will demonstrate the new features in the VA TMS. The instructor asks that you watch the screen and take any notes if necessary. In this guide, the steps for completing each demonstration are included so that you can either read them and follow along or complete them yourself in the VA TMS at a later time.


1.6 Web Conferencing Software Policies

Please mute your phone line for the duration of the training session. If you have any questions during the session, you may send a chat message to the host. The instructor may answer your question immediately or wait until the end, but all questions will be answered. Please do not unmute your phone to ask a question during the training session.

1.7 Participant Guide Icons

Table 1 illustrates the icons that are used throughout this Participant Guide.

Table 1: Icons and Descriptions

Icons	Description
	This icon indicates that there will be a demonstration conducted by the instructor using VA TMS.

2.0 Course Content

2.1 Welcome and Training Overview



Notes:

Slide 1: VA TMS Upgrade Training: Versions b1408-b1502



Notes:

Slide 2: Training Agenda

Slide 3 is a presentation slide titled "Training Agenda (cont'd)". It features a blue header with the text "VA Talent Management System". The main content area is white and contains a bulleted list of five features. A small number "3" is in the bottom right corner.

- Feature #8: Reporting Alternate Subordinates
- Feature #9: Assignment Profile and Organization Search Enhancements
- Feature #10: Status Indicators on Scheduled Offering Record
- Feature #11: Recording Learning from Users' To-Do Lists
- Feature #12: Waitlist Auto-Fill When Max Registration is Increased

Notes:

Slide 3: Training Agenda (cont'd)

Slide 4 is a presentation slide titled "Training Purpose". It features a blue header with the text "VA Talent Management System". The main content area is white and contains a bulleted list of two points. Below the list is a screenshot of the VA TMS login page, which includes the VA Learning University (VALU) logo, the TMS logo, and a login form with fields for "ADMIN ID" and "PASSWORD", and a "SIGN IN" button. A small number "4" is in the bottom right corner.

- Introduce new features and functionality in VA TMS: Versions b1408-b1502.
- Prepare you to perform your admin job in the VA TMS successfully.

Notes:

Slide 4: Training Purpose

2.2 Feature #1: Custom Columns in Scheduled Offering Registration Form

VA Talent Management System

Feature #1: Custom Columns in Scheduled Offering Registration Form

- Admins can assign custom columns to scheduled offerings to collect data during the registration process.
- Users can complete the custom column information on the form.
- Admins can modify at any time and sign the registration form.

5

Notes:

Slide 5: Feature #1: Custom Columns in Scheduled Offering Registration Form

VA Talent Management System



Demonstration: Custom Columns in Scheduled Offering Registration Form

6

Notes:

Slide 6: Demonstration: Custom Columns in Scheduled Offering Registration Form



Demonstration: Custom Columns in Scheduled Offering Registration Form

Create Custom Columns:

From the admin home page:

1. Select **Learning**.
2. Select **Scheduled Offering**.
3. Select **Add New**.
4. Select the **Item** radio button.
5. Select **Department of Veteran Affairs (VA)** for the **Item Type**.
6. Select the magnifying glass for **Item ID**.
7. Enter **3730266** in the Item ID field.
8. Select **Search**.
9. Select **Item ID: 3730266** from the search results.
10. Select the magnifying glass for **Domain**.
11. Enter **DVA** in **Domain ID**.
12. Select **Search**.
13. Select **DVA** from the search results.
14. Enter **08/04/15** in the **Start Date**.
15. Enter **1:00 PM** in the **Start Time**.
16. Select the **Custom Columns** drop-down arrow.
17. Select **Custom Columns**.
18. Select **Search**.
19. Place a checkmark in the **Add** box in **Column 5: Will you be utilizing Government reimbursed travel?**
20. Select **Add**.
21. Select **Save**.
22. You have successfully added a custom column to scheduled offering.

2.3 Feature #2: Catalog Search Enhancements

VA Talent Management System

Feature #2: Catalog Search Enhancements

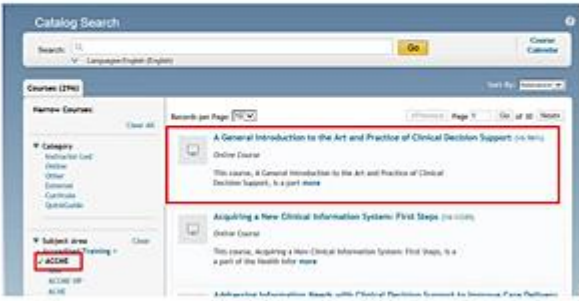
- Keyword searching
- Splits the search phrase into tokens
- Can force an exact phrase search with double quotes ("")
- Results displayed by relevancy rather than alphabetical
- Type ahead search term suggestions
- Additional search character for wildcard: an asterisk (*)
- Calendar month and weekly views display item titles
- My Region searches

Notes:

Slide 7: Feature #2: Catalog Search Enhancements

VA Talent Management System

Feature #2: Catalog Search Enhancements (cont'd)



Notes:

Slide 8: Feature #2: Catalog Search Enhancements
(cont'd)

2.4 Feature #3: Curricula Deactivation Wizard

VA Talent Management System

Feature #3: Curricula Deactivation Wizard

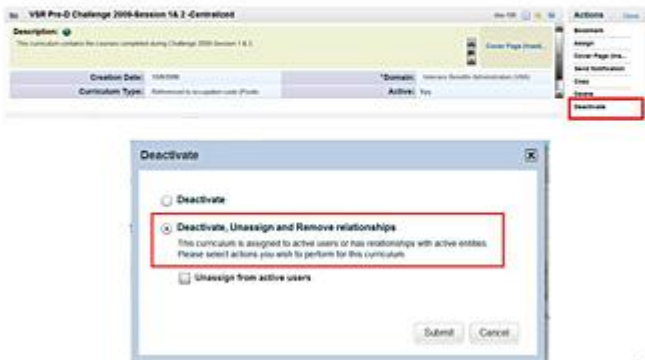
- Curricula deactivation wizard resolves relationships while deactivating items or curricula.
- Curricula have many relationships.
- Previously, admins managed the deactivation individually.

Notes:

Slide 9: Feature #3: Curricula Deactivation Wizard

VA Talent Management System

Feature #3: Curricula Deactivation Wizard (cont'd)



Notes:

Slide 10: Feature #3: Curricula Deactivation Wizard
(cont'd)

2.5 Feature #4: Multi-Instructor Surveys

VA Talent Management System

Feature #4: Multi-Instructor Surveys

- Admins can now create course feedback surveys for courses that include more than one instructor.
- Previously, course feedback surveys supported only one instructor.
- The survey must be attached to a learning item; item must have an instructor resource.


11

Notes:

Slide 11 : Feature #4: Multi-Instructor Surveys

VA Talent Management System

Feature #4: Multi-Instructor Surveys (cont'd)



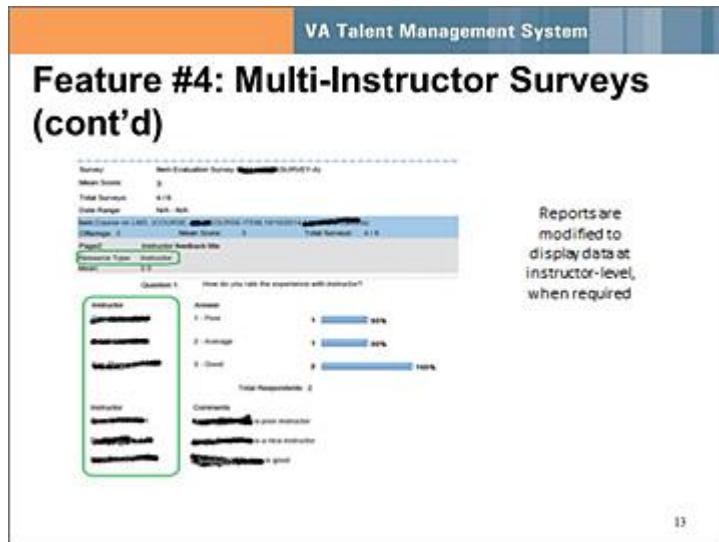
Select Resource Type at page-level

User is alerted that responses relate to instructor specified on the page

12

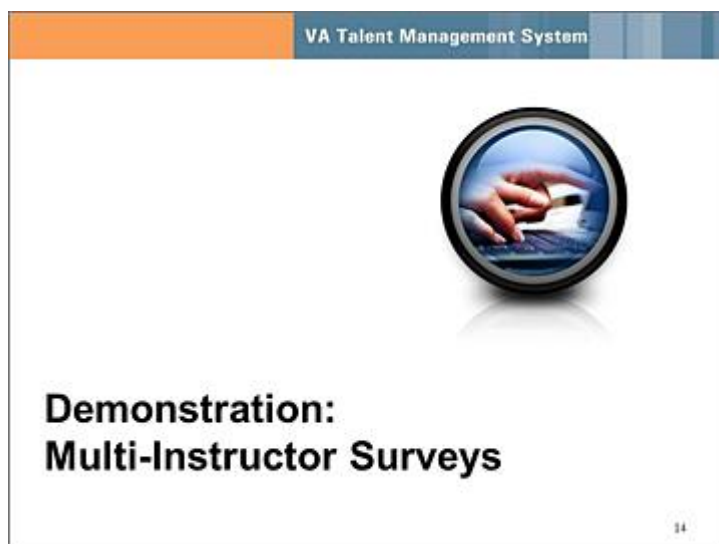
Notes:

Slide 12 : Feature #4: Multi-Instructor Surveys (cont'd)



Notes:

Slide 13 : Feature #4: Multi-Instructor Surveys (cont'd)



Notes:

Slide 14: Demonstration: Multi-Instructor Surveys



Demonstration: Multi-Instructor Survey

From the admin home page:

1. Select **Learning**.
2. Select **Questionnaire Surveys**.
3. Select **Add New**.
4. Enter **DVA Level 1 TMS Survey** in the **Survey ID** field.
5. Enter **VA TMS Survey** in the **Name** field.
6. Select the drop-down arrow for the **Evaluation level**.
7. Select **Item Evaluation: User Satisfaction**.
8. Enter **Survey to assess instructor effectiveness** in the Description.
9. Leave **Comments** blank.
10. Select the magnifying glass for **Domain**.
11. Enter **DVA** in **Domain ID**. **Note:** Admins must be sure to enter their own domain when creating a survey.
12. Select **Search**.
13. Select **DVA**.
14. Select **Questions** in the left-hand menu.
15. Enter **Please complete the survey by responding to the following questions** in the Survey Instructions.
16. Select the drop-down arrow next to **Resource Type**. Notice that now you have an Instructor choice. This feature allows you to enter questions for multiple instructors.
17. Select **Instructor**.
18. Explain that you would complete the rest of the questions field per usual, making sure that you enter all instructor questions on page 1. The system will duplicate the instructor questions for all instructors.

2.6 Feature #5: Document Attachment to Scheduled Offerings

VA Talent Management System

Feature #5: Document Attachment to Scheduled Offerings

- Provides the ability for scheduled offerings to have a separate association to documents, just as items do.
- Allows admins to post documents such as agendas and specific offering related material at the scheduled offering level.

15

Notes:

Slide 15: Feature #5: Document Attachment to Scheduled Offerings

VA Talent Management System



Demonstration: Document Attachment to Scheduled Offerings

16

Notes:

Slide 16: Demonstration: Document Attachment to Scheduled Offerings



Demonstration: Document Attachment to Scheduled Offerings

Attach Documents to Scheduled Offerings

From the admin home page:

1. Select **Learning**.
2. Select **Scheduled Offerings**.
3. Enter **2702722** in the **Scheduled Offering ID** field.
4. Delete the date in the **Start Date After** field.
5. Select **Search**.
6. Select **2702272** from the search results.
7. Select **More**.
8. Select **Documents** in the left-hand menu.
9. Select **add one or more from list**.
10. Select **Search**.
11. Check the **Add** box for documents you wish to add. **NOTE:** If admins wish to add additional documents to those listed in the system, they must put in a request to the Help Desk who will then forward it to IPT.
12. Select **Add**.
13. Select **Apply Changes**.
14. You have successfully attached documents to a scheduled offering.

View Scheduled Offerings that Use a Particular Document (Content Administrators)

From the admin home page:

1. Select **Content**.
2. Select **Documents**.
3. Enter **2702722** in the **Scheduled Offering ID** field. **NOTE:** If the Scheduled Offering ID doesn't appear, add it from Add/Remove Criteria.
4. Select **Search**.
5. The documents that are attached to the Scheduled Offering are listed.

6. Select the **magnifying glass** to view details about the document.
7. Select the **pencil icon** to edit the document.
8. You have successfully view documents that are attached to a scheduled offering.

2.7 Feature #6: Improved Content Import

VA Talent Management System

Feature #6: Improved Content Import

Content

The system will create a new content package for each file that you upload. If you upload one file, then you must provide a unique content package ID. If you upload multiple files, you can provide a prefix, the system appends a number to the prefix to ensure that each content package has a unique ID.

Launch URL Prefix:

Note: The URL prefix will be added to each content object launch URL.

Domain ID:

Content Package ID:

Mobile access: ☐ Enable mobile access for all content

If checked, mobile access will be enabled for all content objects using the imported files. To add a different file for mobile access, edit the content objects after import.

17

Notes:

Slide 17: Feature #6: Improved Content Import

2.8 Feature #7: Assignment Profile Inactivation

VA Talent Management System

Feature #7: Assignment Profile Inactivation

- Admins now have the ability to inactivate an assignment profile.
- They also have the option of un-assigning the learning elements assigned through the assignment profile.
- Inactivated assignment profiles can be re-propagated to become active again.

18

Notes:

Slide 18: Feature #7: Assignment Profile Inactivation

VA Talent Management System

Feature #7: Assignment Profile Inactivation (cont'd)

19

Notes:

Slide 19: Feature #7: Assignment Profile Inactivation
(cont'd)

Proprietary and Confidential

18

VALU
VA LEARNING UNIVERSITY

2.9 Feature #8: Reporting Alternate Subordinates

Notes:

VA Talent Management System

Feature #8: Reporting Alternate Subordinates

Reports

Run Learning History

Start: ☐ Self ☐ Direct Subordinates ☐ All Subordinates ☐ All

☐ Include Alternate Subordinates

Report Title:

Report Header:

Report Footer:

Report Destination:

Report Format:

☒ Rank User IDs

☒ Page Break Between Records

Completed Date From:

Completed Date To:

Report Type: ☒ Summary ☐ Detail

Include: ☐ Basic Events ☐ External Events ☐ Program Events ☒ All

Print Comments: ☐ Yes ☒ No

Sort By: ☒ Completion Date ☐ Entry ID

If a supervisor does not have alternate subordinates, then the Include Alternate Subordinates checkbox is greyed out.

20

Slide 20: Feature #8: Reporting Alternate Subordinates

2.10 Feature #9: Assignment Profile and Organizational Search Enhancements

VA Talent Management System

Feature #9: Assignment Profile and Organization Search Enhancements

Assignment Profiles

Search Add New

Saved Searches

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search: ☐ Yes ☒ No

Assignment Profile ID: Starts with []

Description: Starts with []

Domain: Starts with []

Created By: Starts with []

Created For: Starts with []

Add/Remove Criteria

Search Save As Reset

21

Notes:

Slide 21: Feature #9: Assignment Profile and Organization Search Enhancements

VA Talent Management System

Feature #9: Assignment Profile and Organization Search Enhancements

Organizations

Search Add New

Saved Searches

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search: ☐ Yes ☒ No

Organization ID: Starts with []

Description: Starts with []

Organization Type: Starts with []

Organization Group: Starts with []

Add/Remove Criteria

Search Save As Reset

22

Notes:


Slide 22: Feature #9: Assignment Profile and Organization Search Enhancements (cont'd)

Feature #10: Status Indicators on Scheduled Offering Record

VA Talent Management System

Feature #10: Status Indicators on Scheduled Offering Record

- Users who have **not completed** the scheduled offering have a gray icon.
- Users who have **completed** the scheduled offering have a green icon.



23

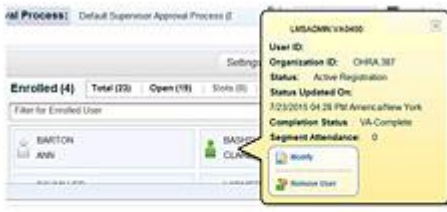
Notes:

Slide 23: Feature #10: Status Indicators on Scheduled Offering Record

VA Talent Management System

Feature #10: Status Indicators on Scheduled Offering Record (cont'd)

- Admins can hover over the user to see additional details.



24

Notes:

Slide 24: Feature #10: Status Indicators on Scheduled Offering Record (cont'd)

2.11 Feature #11: Record Learning from Users' To-Do List

Notes:

VA Talent Management System

Feature #11: Recording Learning from Users' To-Do Lists

When viewing an employee's To-Do List, supervisors can now record a learning event.



The screenshot displays a 'To-Do List' interface. On the left, there are filters for 'Due later' (10/1/2015) and 'No due date'. The main area shows a task titled 'VA Privacy and Information Security Awareness and Rules of ...'. The task details include 'Due by 10/1/2015', 'Required', 'Assigned by System', and 'AP'. A red box highlights the 'Record Learning' button. Below the task details, there is a section for 'Originals From Curriculum' and 'Department of Veterans Affairs 10176'. At the bottom, it says 'Online Item Available' and '71 days remaining'.

25

Slide 25: Feature #11: Recording Learning from Users'
To-Do Lists

2.12 Feature #12: Waitlist Auto-Fill When Max Registration is Increased

VA Talent Management System

Feature #12: Waitlist Auto-Fill When Max Registration is Increased

- Admins can now auto-fill from the waitlist when the maximum registration is increased.
- Select **View All** from the Scheduled Offering record to turn **Auto Fill Registration** On or Off.

Description:
Increased Enrollment

Summary

Active:	No	Term:	Non-Process 10-Minute (201)
Time Zone Displayed to the User:	For By System Time (Automatic Register)	Approval Process:	Default Approval Process (204 US)
Approval Required:	No	Auto Fill Registration:	On
Cancelled:	No	Enrollment Date:	On
Closed:	No	Closed Date:	On

26

Notes:

Slide 26: Feature #12: Waitlist Auto-Fill When Max
Registration is Increased

2.13 Summary



Notes:

Slide 27: Questions?



Notes:

Slide 28: Contact Information